



*Embassy of the United States of America  
Kyiv, Ukraine*

## **JOB OPPORTUNITY ANNOUNCEMENT**

**# 014**

**Date: March 23, 2012**

**TO: ALL MISSION PERSONNEL**

**FROM: TERRY ALSTON – HUMAN RESOURCES OFFICER**

**SUBJECT: HVAC CONTROLS TECHNICIAN AT FACILITIES  
MAINTENANCE SECTION (FMS)**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

**POSITION TITLE:** HVAC Controls Technician

**OPEN TO:** ALL INTERESTED CANDIDATES

**GRADE LEVEL:** FSN-07, FP-07\* (Full Performance Level)

**WORK HOURS:** Full Time, 40 hours per week

**POSITION TYPE:** Permanent

**OFFICE LOCATION:** Facilities Maintenance Section

**OPENING DATE:** Immediate

**DEADLINE:** April 8, 2012 at 6 P.M. Kyiv Time

*\*FP –7 is subject for confirmation with Washington.*

**ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.**

## **BASIC FUNCTION OF POSITION:**

Employed as a Heating, Ventilation and Air Conditioning (HVAC) Controls Technician to carry out skilled maintenance and repair work throughout the New Embassy Compound (NEC) building, grounds and residential owned/leased properties. The incumbent works under the supervision of the Mechanical Engineer. The incumbent specializes in HVAC control systems and assists BAS Engineering Technician in the programming control sequences, control devices and their interface with the Building Automation System (BAS) to maintain optimized system performance and equipment maintenance.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **Operation Support**

**50%**

- Maintains and operates the HVAC Control System and other building mechanical systems. Included but not limited to, chillers, large central air handling units, packaged A/C units, filtration, fan coils, variable air volume (VAV) units, HVAC ductwork, evaporators, condensers, humidifiers, motorized valves, chilled water piping, circulation pumps, damper motors, controllers, actuators, HVAC water treatment systems, and other control devices.
- Assists the Building Automation System Technician (BASET) in the production of computer generated reports from the Building Automation System, which is the backbone of the HVAC Control System, to troubleshoot and diagnose trending data.
- Inspects, tests, evaluates, calibrates and updates HVAC Control System and wiring to improve reliability and to assure dependability and safety and compliance. Inspects facilities (including houses, temporary trailers, buildings, etc); equipment (e.g. AHU's, packaged A/C units, fan coils compressors, etc.); systems (e.g. mechanical and plumbing, etc.); and work of vendors to determine condition of facilities, safe operation of equipment, quality and safety of work, and scheduled maintenance. Provides routine and emergency condition inspections, as required by manufacturer requirements, on all systems and advises the Facility Manager and Supervising Engineer in writing of problems and recommendations.
- Properly uses available resources such as: time, tools, specialty diagnostic devices, materials, parts, spares, and consumables.

### **Maintenance Support**

**40%**

- Performs preventive maintenance on the HVAC Control System and related components to maintain system operation and reliability to ensure uninterrupted power and continuous air supply to critical facilities, equipment and systems. Also reports on all completed preventive maintenance tasks carried out. Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Computerized Maintenance Management System (CMMS). The current program for the Department of State is Work Order for Windows (WOW).

- Assists in analyzing HVAC Control Systems, obtaining and documenting critical performance data to be reported to the supervising Mechanical Engineer detailing operational proficiency. Data consists of power consumption, evaluations and historical data reviews, and systems performance requirements. Reviews reports and logs generated by the HVAC Controls to analyze the systems performance.
- Assists in preparation of Statements of Work (SOW) and construction documents for repairs, new construction and renovation work. Assistance includes obtaining telephone/written estimates and quotes of materials and equipment needed for repairs and the completion of job tasks. Monitors contractors work for providing products and services as the terms and conditions of the contract. Assists in developing punch lists, testing, and inspections as required to ensure quality services and construction work and assists LES Facility Maintenance personnel in the performance of in-house projects.
- Assists in providing guidance to other LES Facility Maintenance personnel and vendors/contractors in the correct operation of equipment, use of diagnostic devices and materials used to complete required maintenance activities, general operations, and future expansion projects.
- Advises during the development and implementation of a comprehensive preventive maintenance program for building systems equipment and associated control devices. Responds to routine and emergency call for repair and service.

#### **Other Duties**

**10%**

- Contributes to the safety program of the facility. Insures work does not present health problems or risk of injury to workers or other employees or visitors.
- Remains current on job specific expertise through various sources (e.g. trade publications, trade shows, vendor communication, etc.) to keep abreast of the latest technological developments and products to improve generator reliability.
- Collateral duty assignments will be at the discretion of the Facility Manager but could include the following: Additional mechanic duties, Assistant POSHO, Government Technical Monitor (GTM), and/or Escort. Participates in LES Facility Maintenance personnel training programs sponsored by DOS, manufacturers and private vendors.

#### **REQUIRED QUALIFICATIONS:**

##### **EDUCATION:**

- Successful completion of technical/ vocational school in the operation, repair and maintenance of building mechanical systems is required.

##### **WORK EXPERIENCE:**

- Minimum of three years experience as a HVAC Controls Technician with building control system knowledge is required. Experience must be with large, modern, commercial or Government office building.

**LANGUAGE:**

- Level II (limited knowledge) in English;
- Level III (good working knowledge) in Ukrainian and/or Russian.

**KNOWLEDGE:**

- The incumbent shall possess job knowledge to include general computer literacy, basic math and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. Must have a good working knowledge of building mechanical control systems (structure and design), direct digital control technology, devices and sequence of controls. He or she must be familiar with international building, mechanical codes to be able to perform installation, maintenance, and repair work to meet code requirements. A general knowledge of building systems and operations, mechanical principles and theories, and familiarization of the proper use and hazards of chemical materials is needed. Knowledge of normal, standby, and emergency modes of building systems is required. The incumbent shall be able to read complex piping and HVAC system blueprints, drawings, sketches, schematics and wiring diagrams. Also be able to operate and maintain diagnostic tools and testing equipment. Will have the knowledge to diagnose and repair multifunctional complex control system includes mechanical and electrical interface.

**SKILLS AND ABILITIES:**

- Position may require individual to travel TDY for the purpose of receiving on the job training to become familiar with mission maintenance operations.  
The incumbent shall have the skills and abilities in the following areas: testing mechanical components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate repairs. Must be able to use tools of the trade in order to install, troubleshoot and repair building mechanical control automated systems and all associated devices. Additional skills include working with building systems powered by emergency standby generator; distinguishing frequencies and sounds, color codes and odors in the operation of equipment in order to troubleshoot for repairs. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Must be organized. Must have basic user skills for Microsoft Office software (Outlook, Word, Excel).

## APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a **mandatory** application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English or Ukrainian** and submit it to the Embassy Human Resources Office by COB **April 8, 2012**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section:

<http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: [KyivHR@state.gov](mailto:KyivHR@state.gov) or faxed to: [521-51-55](tel:521-51-55).

**Note:** Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

## ADDITIONAL SELECTION CRITERIA:

- Current employees serving a *probationary period* are not eligible to apply for this position.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals

with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: ODurmus - FMS(by e-mail)

## СКОРОЧЕНИЙ ПЕРЕКЛАД УКРАЇНСЬКОЮ МОВОЮ

### **Технік з обслуговування систем опалення, вентиляції та кондиціонування.**

#### **Основні обов'язки:**

Технік з обслуговування систем опалення, вентиляції та кондиціонування виконує технічне обслуговування та ремонтні роботи в усіх приміщеннях посольства та на його території, а також у житлових приміщеннях, що орендуються або знаходяться у власності посольства. Співробітник працює під безпосереднім керівництвом інженера-механіка, та допомагає інженеру з систем автоматизації будинку у програмуванні керуючих послідовностей, засобів управління та їхню взаємодію з системою автоматизації для підтримки оптимальної роботи системи та обслуговування обладнання.

#### **Вимоги до кандидата:**

##### **Освіта:**

Диплом професійно-технічного училища за спеціальністю ремонт та обслуговування механічних систем будинку.

##### **Досвід:**

Мінімум 3 роки досвіду роботи у якості техніка з обслуговування систем опалення, вентиляції та кондиціонування у великому та сучасному, комерційному чи державному офісному приміщенні. Кандидат також повинен розуміти принцип роботи систем автоматизації будинку.

##### **Знання мови:**

##### **Українська та/чи російська мови:**

Середній рівень (III) володіння із знанням професійної термінології.

##### **Англійська мова:**

Початковий рівень (II) володіння мовою.

##### **Професійні знання та навички:**

Кандидат повинен мати базові навички ПК користувача, а також робити прості математичні розрахунки, та вміти користуватися вимірювальними приладами як цифрового так і аналогового зразків. Кандидат повинен добре розуміти принцип роботи механічних систем будинку, технологію прямого цифрового управління, та

керуючу послідовність засобів управління. Він також повинен знати міжнародні будівельні та механічні норми з монтажу, обслуговування та ремонту обладнання та дотримуватися виконання цих міжнародних норм. Кандидат повинен мати загальне розуміння роботи систем будівлі, принципів та законів механіки, знання техніки безпеки з використання хімічних матеріалів. Повинен знати як працюють системи будівлі у звичайному, резервному та аварійному режимах.

**Подача документів:**

Всі кандидати на вакансію мають надіслати анкету на працевлаштування (форма DS-174) в Посольство США на електронну пошту: [KyivHR@state.gov](mailto:KyivHR@state.gov), або по факсу: 044-521-5155. Анкета має бути заповнена **українською або англійською мовою**. За бажанням кандидат може додати до анкети своє резюме та інші супроводжуючі документи. Анкету на працевлаштування (DS-174) та повний текст оголошення англійською мовою можна знайти на офіційному сайті Посольства США у розділі Вакансії (Job Opportunities): <http://ukraine.usembassy.gov/job-opportunities.html>. **Кінцевий термін подачі анкет на вакансію 8 квітня, 2012 включно. Анкети, які будуть отримані після 8 квітня, 2012 розглядатися не будуть!**